

# *Reasonable Accommodation*

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# *Reasonable Accommodation*

A logical adjustment made to a job and/or the work environment that enables a person with a disability to perform the essential duties of a job.

# *Reasonable Accommodation*

An individual's need for accommodation cannot enter into the employer's or other covered entity's decision regarding hiring, discharge, promotion, or other similar employment decisions, unless the accommodation would impose an undue hardship on the employer.

# *Reasonable Accommodation*

The reasonable accommodation process is best understood as a means by which barriers to the equal opportunity of an individual with a disability are removed or alleviated.

# *Reasonable Accommodation*

## *Examples of possible accommodations in employment:*

- Job restructuring
- Part-time or modified work schedules
- Reassignment to a vacant position
- Making existing facilities used by employees accessible to individuals with disabilities
- Acquisition of auxiliary aides, equipment and/or services
- Appropriate adjustment of examinations, training materials or policies

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## *Examples of possible accommodations in employment:*

- Provide personal assistants to help with specific duties related to the job
- Allow an individual with a disability to provide and use equipment, aids, or services that an employer is not required to provide
- Permitting use of accrued paid leave or providing additional unpaid leave for necessary treatment
- Changing when or how an essential function is performed

# *Reasonable Accommodation*

## *Examples -*

- Clear Expectations (long & short term)
- Qualified Interpreter
- Assistive Listening Devices
- Notetaker / Tape Recordings
- Printed Materials
- Telecommunication Device / Deaf
- Captioned Materials

# *Reasonable Accommodation*

## *Examples -*

- Clear Expectations (short & long term)
- Flexible Schedule / Breaks
- Virtual Classroom / Work Station
- Tape Recordings / Notetaker
- Reduce Distractions (visual/auditory)
- Tutor / Mentor
- Positive Praise / Reinforcement



# *Reasonable Accommodation*

## *Examples -*

- Accessible Facilities
- Proper Lighting
- Alternate Formats
- Ergonomic Workstation
- Transportation Assistance

# *Reasonable Accommodation*

## *Examples -*

- Qualified Readers
- Audio Recordings
- Large Print
- Braille Materials
- ASCII Diskettes
- Transportation Assistance

# *Reasonable Accommodation*

An employer or other covered entity is not required to reallocate essential functions. The essential functions are by definition those that the individual who holds the job would have to perform, with or without reasonable accommodation, in order to be considered qualified for the position.

# *Reasonable Accommodation*

An employer cannot simply assert that a needed accommodation will cause it undue hardship and thereupon be relieved of the duty to provide accommodation. Rather, an employer will have to present evidence and demonstrate that the accommodation will in fact, cause it undue hardship.